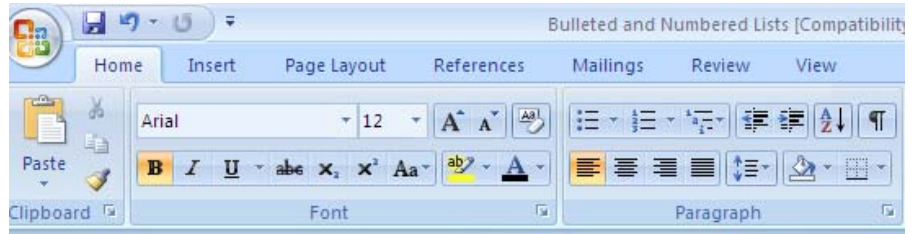


Format Lists and Paragraphs

HOME TAB

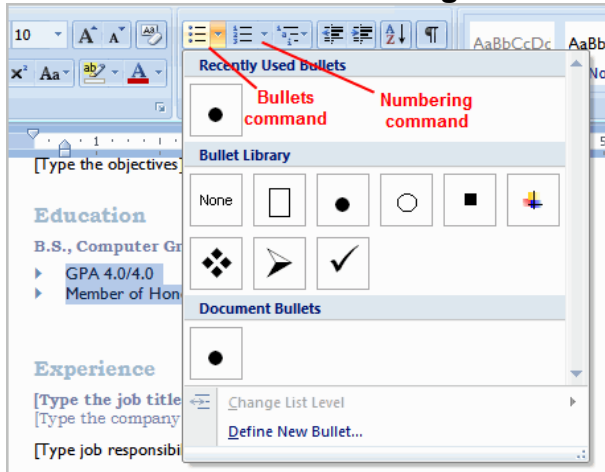
Alignment Buttons

Select the text to be aligned
Click the Left, Center, Right and Justified buttons



Bulleted and Numbered Lists

Select the text that you want to format as a list.
Click the **Bullets** or **Numbering** commands on the Home tab.



Left-click the bullet or numbering style you would like to use. It will appear in the document.

Position your cursor at the end of a list item and press the **Enter** key to add an item to the list.

To remove numbers or bullets from a list, select the list and click the **Bullets** or **Numbering** commands.

To Select an Alternate Bullet or Numbering Style:

Select all of the text in an existing list.

Click the **Bullets** or **Numbering** commands on the Home tab.

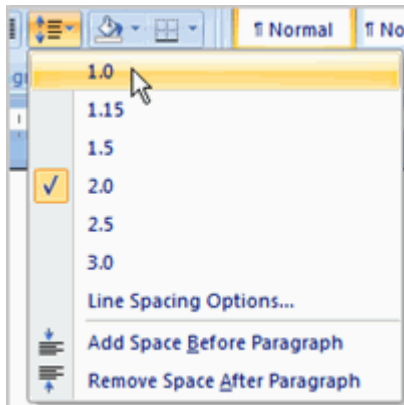
Left-click to select an alternate bullet or numbering style.

To Format Line Spacing:

Select the text you want to format.

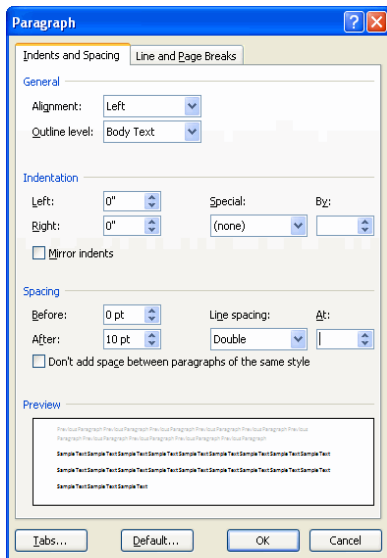
Click the **Line spacing** command in the Paragraph group on the Home tab.

Select a spacing option.



OR

Select **Line Spacing Options**. The Paragraph dialog box appears.



Use the **Line spacing** drop-down menu to select a spacing option.

Modify the **before and after** points to adjust line spacing, as needed.

Click **OK**.